



*Jefferson County Parks Department
311 South Center Avenue, Room 204
Jefferson, WI 53549
(920) 674-7260*

Request for Proposal(s) Playgrounds at:

**Welcome Travelers County Park
N482 County Road D
Whitewater, WI 53190
&
Pohlmann County Park
N4809 Duck Creek Road
Helenville, WI 53137**

The Jefferson County Parks Department is soliciting proposals for a playground at Welcome Travelers County Park and Pohlmann County Park in Jefferson County. The project should match the design specifications and layout included in the bid packet. The installation will be a volunteer build, and should include a line for a one day supervised installation at each location, including rental and operation of any special equipment. Proposals should include a total project cost estimate as well as per unit costs for the itemized components. Interested bidders may visit the site and speak with park personnel on **Monday, October 27, 2014, 9:30 a.m. at Welcome Travelers County Park and Monday, October 27, 2014, 10:30 a.m. at Pohlmann County Park.** Park addresses are listed above.

One (1) original and three (3) copies of proposals should be mailed or hand-delivered to:
Jefferson County Parks Department
C/O Mary Nimm
311 South Center Avenue
Courthouse Room 204
Jefferson, WI 53549

All proposals must be received no later than **4:00 p.m. on Friday, November 7, 2014.**

Questions

Any questions must be directed in writing to maryn@jeffersoncountywi.gov no later than 12:00 (Noon) on Wednesday, October 29, 2014. The County will issue a response to any questions or inquiries that are submitted in writing by the date above, on or before 4:00 p.m. on Friday, October 31, 2014.

Terms of Engagement

The terms of the proposed contract will be for the duration of the project, which is to design a playground at Welcome Travelers County Park. The project is anticipated to be installed during the spring of 2015.

Subcontracting

Firms submitting proposals must clearly identify any are to be subcontractors included.

NATURE OF SERVICES REQUIRED**Cost Estimates**

The goal of the project is to design and install playgrounds at Welcome Travelers County Park and Pohlmann County Park. The proposal must include the entire project cost estimate as well as itemized component costs. Jefferson County has the right to accept or refuse any proposal for one project or both projects.

SCOPE OF WORK TO BE PERFORMED:

- A. Playground equipment for Welcome Travelers County park should include but is not limited to –
 - 1. Nature based theme and colors
 - 2. Tree house theme preferable
 - 3. Include trees, vines, logs, rocks, etc.
 - 4. One overhead climbing component
 - 5. Two slides at multiple heights
 - 6. Multiple platforms and transitions for all skill levels
 - 7. One free standing spinning component
- B. Playground equipment for Pohlmann County Park should include but is not limited to –
 - 1. Nature based theme and colors
 - 2. Trees, leaves, and climbing theme preferred
 - 3. One single or double slide
 - 4. Climbing components connecting to a platform and the slide
 - 5. Additional nature themed components attaching to a main structure
 - 6. One free standing spinning component
- C. Bids will include order and delivery of all items including any special equipment required to load and unload the components.
- D. Warranty/Guarantee – complete warranty information must be included for all items noted in the proposers' proposals.
- E. The successful bidder will be required to provide proof of liability insurance and a performance guarantee that the project will be completed by December 15, 2014. Jefferson County also requires a waiver of liability for any injuries resulting during installation.
- F. References – Proposal will include a list of three (3) references of purchasers of similar play structures, including names and contact information for people who are familiar with the equipment proposed.
- G. A sketch showing each component of the playgroup must be included in the proposal.
- H. Site preparation – The Jefferson County Parks Department Operations staff will prepare the site for the installation of the playground according to design requirements including excavation, grading, and importing gravel fill.

- I. Installation – A qualified playground installer will oversee and direct the installation of the project with labor being supplied by Parks Department staff as well as volunteers.
- J. Playground borders – The Jefferson County Parks Department will supply border material.
- K. Playground surfacing – All playground surfacing will be included in the quote, and will consist of engineered wood fiber fill.
- L. Safety Standard Requirements – All aspects of the project must be in accordance with ADA guidelines and ASTM playground safety standards.

Contact Information

The primary contact for the project is:
Kevin Wiesmann
Jefferson County Parks Department
kevinw@jeffersoncountyiwi.gov
920-674-7540

Project Timeline

The following is a list of project deadlines:

- 1. Site Visit Welcome Travelers County Park – October 27th, 2014 at 9:30 a.m.
- 2. Site Visit Pohlmann County Park – October 27th, 2014 at 10:30 a.m.
- 3. Questions About RFP Due - October 29, 2014 no later than 12:00 p.m.
- 4. RFP Submission Deadline – November 7, 2014
- 5. Proposal Selection – November 12, 2014
- 6. Notification to selected firm – November 12, 2014
- 7. Project completion – **December 15, 2014**

EVALUATION PROCEDURES

A. Proposal Reviewers

Evaluation of submitted proposals shall be by the Jefferson County Parks Department.

B. Evaluation Criteria

Proposals will be screened to ensure that the format and sequence requirements have been met and that the vendor references have been included with the proposal. Non-complying proposals will be eliminated from further consideration.

The evaluation of proposals will be based on the following (The sequence shown does not imply importance).

- 1. Firm's history and experience in similar studies and projects
- 2. Related project experience and qualifications of assigned personnel
- 3. Degree to which the proposal meets requirements and demonstrates project understanding
- 4. Approach to addressing project elements
- 5. Time schedule planned for project (including commencement and completion dates)
- 6. Proposal cost
- 7. Innovative solutions, responses, overall quality, and/or other factors
- 8. Quality of materials used in construction of equipment
- 9. References

C. Final Selection

Jefferson County will select a firm based upon the above criteria. Jefferson County reserves the right to negotiate a contract with the selected vendor acceptable to the county. When contract negotiations are completed, the selected vendor must sign and provide an executed contract to the County for signature.

D. Right to Reject Proposals

Jefferson County reserves the right to reject any and all proposals, without prejudice and/or waive any irregularities if deemed in the best interest of the County.

The county reserves the right to accept the proposal considered most advantageous. All respondents accept this process when submitting a proposal.